

Texas Department of Criminal Justice

PERS 325

Preliminary Conduct Investigation

Employee Information

Printed Name	Payee ID Number	Job Title	Unit/Division
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Conduct Assessor, Investigator and Official Information

Conduct Assessor Printed Name:	Job Title:
Conduct Investigator Printed Name:	Job Title:
Conduct Official Printed Name:	Job Title:

Section I: Identified Unacceptable Performance or Misconduct

Alleged Violation Number:	Violation Title:	Date of Incident:
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Description – If applicable, a copy of any high-level investigations or findings surrounding the incident shall be attached.		
Impact – Explanation of how the behavior or incident affected the agency:		
Has unacceptable performance or misconduct previously been addressed through progressive corrective action (PCA)?		
<input type="checkbox"/> Counseling – PERS 181 Attached	<input type="checkbox"/> Employee Development Plan – PERS 182 Attached	
<input type="checkbox"/> No Justification:		
Conduct Assessor	Signature	Date

Section II: Employee Statement and Contact Information

<input type="checkbox"/> Statement Attached	<input type="checkbox"/> Employee refused to provide a statement. Neutral Third-Party Signature:	
Verified Contact Information - Please provide all contact information and indicate a preferred method of contact.		
<input type="checkbox"/> Email:	<input type="checkbox"/> Phone:	Call Time:
<input type="checkbox"/> Mailing Address:		

Section III: Attached Witness Statement/s

Witnesses on Behalf of the Employee	Witnesses on Behalf of the Conduct Assessor
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Section IV: Conduct Investigator's Review and Recommendation

<input type="checkbox"/> Recommend a Conduct Review	<input type="checkbox"/> Do Not Recommend a Conduct Review	Alleged Violation Number/s:
Comments:		
<input type="checkbox"/> The preliminary conduct review was delayed by _____ days due to:		
Conduct Investigator	Signature	Date
The conduct investigator's investigation summary is attached.		

Section V: Conduct Official's Recommendation

<input type="checkbox"/> Conduct review is warranted for alleged violation number/s:		
<input type="checkbox"/> Conduct review not warranted. No action is needed.	<input type="checkbox"/> Conduct review not warranted. Return to conduct assessor for PCA.	
Conduct Official	Signature	Date

Routing: Refer to PD-22 Procedure Section III.C.